



**Annual Security & Fire Safety Report
2023**

(Includes Crime and Fire Statistics from 2020, 2021 & 2022)

Centralia College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Vice President of Human Resources and Equity, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531, call 360-623-8943, or email hro@centralia.edu.

Centralia College is committed to assisting all members of the Centralia College community in providing for their own safety and security. This Annual Security and Fire Safety Report contains information and crime statistics for 2020, 2021 and 2022 calendar years for crimes that occurred:

- On campus;
- In certain off-campus buildings or property owned or controlled by Centralia College; and
- On public property within, or immediately adjacent to and accessible to the campus

The report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety, college law enforcement authority, crime reporting policies, policies related to programs to prevent sexual assault and other crimes, disciplinary procedures and other matters of importance related to security and safety on campus. It also contains information about crime statistics for the three previous calendar years of reported crimes that occurred on campus; in certain off-campus building or property owned or controlled by Centralia College; and on public property within, or immediately adjacent to and accessible from campus.

The Annual Security and Fire Safety Report is available on the main Centralia College website at <https://www.centralia.edu/resources/safety/clery.aspx>

If you would like to receive a hard copy of the Annual Security and Fire Safety Report that contains the following information, you can stop by the Safety & Security Managers office located in the Transitional Services Building (TSB) room 110 or you can request that copy be mailed to you by calling 360-623-8888 or emailing 8888@centralia.edu.

This information is required by law and is provided by Centralia College. We hope that you will review the information within this report to make informed decisions about your safety.

Jared Cunningham
Safety & Security Manager
Campus Clery Compliance Officer

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The Clery Act and other Federal Regulations about Safety on College Campuses

Clery Regulations overlap with other federal statutes; thus, many have shared areas of focus.

These regulations include:

- Student Right to Know- On November 8, 1990, President George H. W. Bush signed the “Students Right to Know and Campus Security Act of 1990.” This act is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crimes on their campuses and in the surrounding communities.
- Jeanne Clery- amendments enacted to the Student Right to Know in 1998 renamed Title II. This act is now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is named after Jeanne Clery, who at 19 years old, was raped and murdered in her Lehigh University residence hall in 1986. Her parents lobbied Congress to enact the law when they discovered students at Lehigh hadn’t been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery’s murder.
- Title IX- Prior to the Clery Act, Title IX was enacted in 1972 as part of a larger educational package by the federal government. The provisions of Title IX required that no person, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. New guidelines emerged and were enacted on August 14, 2020. Although many changes were implemented, here are the changes to Title IX practices that are most significant:
 - Impose procedural requirements intended to protect complainants and respondents from discriminatory practices.
 - Narrowly defines sexual harassment for purposes of Title IX and imposes new jurisdiction requirements.
 - Requires a formal written complaint to trigger an investigation.
 - Requires live hearings for employees and students.
 - Imposes new evidentiary requirements.
- Higher Education Opportunity Act of 2008 (HEOA)- Reauthorized the Higher Education Act of 1965, as amended (HEA), and specifies campus requirements for Emergency Response and Evacuation Fire logs and Safety, and Missing Students. HEOA is meant to be used in conjunction with the Clery Act.
- Campus Sexual Violence Elimination (SaVE) Act and Violence Against Women Act (VAWA)- SaVE and VAWA were enacted in 1994 to raise awareness of domestic violence and assault crimes against women. Some of its provisions mandated that states create separate criminal

statutes for domestic violence, provide additional protections to victims such as quicker access to restraining orders, the ability to break housing contracts without penalty, and funding for safe houses. It has been updated and modified numerous times, most notably to expand the coverage to include all humans (men, transgender, transsexual, etc.) VAWA was updated again in 2013 through the Campus SaVE Act with changes that became effective on October 1, 2014.

Emergency Response and Evacuation Procedures

The Incident Command Team will meet whenever there is an emergency incident. An emergency incident is an incident that results or is likely to result in grave harm or death or major damage to facilities or infrastructure. The college will implement its Emergency Response & Evacuation Plan to confirm that there is a significant emergency, determine who to notify, determine the content of the notification and initiate the notification system.

The Incident Command Team shall consist of: President (or administrator in charge), Vice President of Finance & Administration, Vice President of Human Resources & Equity, Vice President of Instruction, Vice President of Student Services, Campus Safety & Security Manager, Director of Facilities, Chief Technology Officer, Director of College Relations, and other persons deemed necessary by the team.

The Incident Commander will issue the order to implement the Incident Command Team and manage the emergency until relieved by the president or the administrator in charge of the campus. The senior administrator will determine the location of the Incident Command Post (ICP).

The team will assemble at the Incident Command Post (TAC 129) or the alternate Incident Command Post (WAH 203), whichever is safer. Team members will proceed to the Incident Command Post, but only if it is safe to do so.

The Incident Commander will take emergency action when in their judgment at the time, there is probable cause to assume an emergency is in progress or is imminent. The Incident Commander will base this decision upon information provided by public health, safety, law enforcement, fire, weather, or other emergency officials or agencies or provided by credible statements or eye-witness reports from campus officials, students or the public. The Incident Commander should not necessarily wait for the Incident Command Team to convene before initiating the emergency notification system, if waiting for the team to convene will cause unacceptable delay in making such notification.

The Incident Commander will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the college community occurring on campus. The Incident Commander will, without delay, and take into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the Incident Commander, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The scope of the emergency notification shall depend on the location and nature of the emergency, and may be stepwise as more information is developed. The Public Information Officer shall provide the larger community with follow-up information.

The college will use the InformaCast communications system for disseminating emergency information to the larger community. Members of the college community should sign up for the InformaCast alerting system at: <https://www.centralia.edu/resources/academic/it-services.aspx>.

The college will test its emergency response and evacuation procedures on an annual basis, including publishing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

Emergency Notifications:

Centralia College will notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or near campus. The success of the Emergency Notification is dependent upon a thorough understanding of the protocols to follow during a crisis, critical occurrence, or college emergency. Following the listed steps in this policy will ensure a timely and efficient method of dissemination of critical information to the college community and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, or “Clery Act.”

If a serious crime, natural disaster, or a man-made emergency occurs that poses an immediate threat to the health and safety of the College community or a segment of the College community, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The types of incidents that may cause an immediate threat to the community could include but are not limited to emergencies such as: an active shooter on campus, hostage/barricade situation, a riot, suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to an owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, hazardous materials spill, outbreak of meningitis, norovirus, or other serious illness, etc. (Note: If the institution implements the procedures regarding notification of the College community for an Emergency Notification, the institution is not obligated to implement the timely warning notice procedures.)

All members of the campus community are notified on an annual basis through email that they are

required to notify Safety & Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. In addition, Safety & Security has a statement on its webpage that states campus community members are required to report these serious incidents or occurrences to them. Safety & Security has a responsibility to respond to such incidents to determine if the situation does in fact pose an immediate threat to the community.

The Safety & Security Manager (or designee) is responsible for immediately notifying the President of any situation that poses an immediate threat to the community. The Safety & Security Manager (or designee) will initiate the steps for the Emergency Notification. It may be sent out using a variety of means, including, but not limited to, emails, text messages, emergency notification system message, phone calls, and/or website announcements posted on the Centralia College website.

As required, Safety & Security will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to local police departments and Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Safety & Security will post updates during a critical incident on the campus website and other locations throughout campus. Note: The Emergency Response & Evacuation Plan provides added information and reference for emergency advisories to the College.

Missing Student

This policy establishes procedures for the College's response of missing students, as required by the Higher Education Opportunity Act of 2008. A residential student (residing in on-campus housing) will be considered missing if a roommate, classmate, faculty member, family member, or other campus person has reason to believe that a resident student's absence is contrary to their behavior and the student has not been seen in "a reasonable amount of time." "A reasonable amount of time" may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. If a person's absence has occurred under circumstances that are considered suspicious or there are concerns for their safety, the person shall be considered missing immediately.

If a student who lives in on-campus housing is determined to have been missing for 24 hours, the college has 24 hours after receiving the information to initiate the missing student notification procedures. This does not preclude the college from making a determination that a student is missing before the student has been missing for a full 24 hours, or from initiating notification procedures as soon as it is determined that the student is missing.

Before presuming that a student is missing, reasonable measures should be taken to determine whether those familiar with the student have not seen or heard from the student for an unusual period of time or is aware of the student's location.

For students who reside in on-campus housing, the housing manager will notify:

Centralia Police Department, the Safety & Security Manager, Vice President of Student Services, the Director of Student Life and the missing student contact person or persons identified by the student on their housing application. The missing student contact person will be informed in the event that the student is known as being missing for more than 24 hours.

Anyone receiving information that a student is missing should immediately report that information to the housing manager. The housing manager will be responsible for immediately reporting to local law enforcement.

During the housing application process, students may register one or more individuals as a contact for missing person purposes. This information will be kept in the office of the housing manager in a secure cabinet.

Missing student contact information is confidential and may only be accessed by authorized campus officials and law enforcement officials and for the purpose of a missing student investigation. _____

If the missing student is under 18 years of age and not emancipated and it has been determined that such a student has been missing for 24 hours, the College will notify both the student's custodial parent or guardian and the student's contact person, if they have registered one, that the student is missing.

Once determination has been made that a student living in on-campus student housing is missing, the College will notify local law enforcement of the situation within 24 hours. The only exception is when it was the law enforcement agency that made the determination that the student was missing.

Contact Information:

- Housing Manager 360-970-3487
- Safety & Security Manager 360-506-1192
- Centralia Police Dept. 360-740-1105 or 911
- Vice President of Student Services 360-688-3827
- Director of Student Life 360-623-8120

Procedures

The following procedures will go into effect within 24 hours of the College making the determination that a student who lives in on-campus housing has been missing for 24 hours.

The College will notify the student's registered missing person contact, no later than 24 hours after official determination that the student is missing. This contact does not need to be an in-person contact. If multiple contacts are listed, the College can determine in which order they will be contacted. If the student registers multiple contact persons and the first person contacted confirms that the student is not missing, the College must contact each additional contact person in turn, unless the student in question is contacted by the College or contacts the College. If the College is unsuccessful or successful in contacting the named individual or individuals, attempts of contact will be documented as follows:

- Name of College official who made the contact
- Whether contact was made and who was contacted
- Date and time of contact and how contact was attempted

If the missing student is under 18 years of age and is not legally independent of their parents the College has only 24 hours in which to contact (in no required order):

- The custodial parent or guardian

- The confidential contact person; if the student has identified one

This does not preclude the College from contacting the student's contact person or the custodial parent or guardian immediately upon determination that the student is missing.

The College will forward information to the local law enforcement when any student who lives in on-campus housing has been determined to be missing for 24 hours. This must be done even if the College has campus police or campus security.

Alcohol and Drug Policy

The college abides by all federal, state, and municipal laws, statutes, regulations, and codes related to the use, sale, consumption, possession or distribution of alcohol and drugs. Employees and students in violation of any such ordinances may be subject to criminal action in addition to any campus disciplinary proceedings.

Policy Review and Certification: Under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 the College is required to notify all employees and students of its specific alcohol and drug policy program. The elements of the policy and program include consequences that may follow the use of alcohol and other drugs, and sanctions that may be applied both by the College and by external authorities. The law requires that individuals be notified of possible sources of assistance for problems that may arise as a result of use. The president shall submit the drug-free campus certification as required by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (PL 101-226) to the Secretary of the U.S. Department of Education.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in or on Centralia College owned or controlled property, or while conducting Centralia College business is prohibited. Violation of this policy will be reason for taking personnel actions against such employee and/or requiring the employee's participation in a drug abuse assistance or rehabilitation program. Any personnel actions will be processed in accordance with rules, collective bargaining agreements, student disciplinary code or other appropriate policies of the college. Any disciplinary action for employees or students will be decided on a case-by-case basis depending upon specific circumstances.

Students may lose federal funding and/or be subject to the student disciplinary process depending on the circumstances of the conviction.

Employees must, as a condition of continued employment abide by the terms of this policy, and

must report any conviction under a criminal drug statute for violations occurring in or on property owned or controlled by Centralia College or while conducting Centralia College business to their supervisor and Human Resources within five days after the conviction. Centralia College will report the conviction to the appropriate federal grant/contracting agency as required by the agency. Students applying for or receiving financial aid must report any drug convictions to the director of financial aid in accordance with the federal regulations governing financial aid. Financial aid may be denied or terminated as a result.

Alcoholic beverages may be served on campus by a recognized student organization, college administrative unit, or community organization when approved by the Vice President, Finance and Administration and the college President. Approval must be secured at least 14 working days prior to the event and service is limited to beer and wine. Requests and application for a permit should be filed with the vice president, finance, and administration. For all events, guidelines specified by the Washington State Liquor and Cannabis Board must be followed. The college reserves the right to permit the use of alcoholic beverages as deemed appropriate and to require adherence to approved policy.

Sanctions: In accordance with various employees' regulations, negotiated contracts and college policies, individuals may be subject to discipline, up to and including termination.

Policy Review and Certification: The vice president of human resources & equity, in consultation with the vice president, student services, shall review this policy biannually to determine the effectiveness of the policy, to ensure that sanctions are being consistently enforced, and to tabulate the number of employee and student violations. The president shall submit the drug-free campus certification as required by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (PL 101-226) to the Secretary of the U.S. Department of Education.

Drug-Free Campus

Centralia College is committed to providing a drug free work and school environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform his or her assigned duties. The same is true for students. Centralia College recognizes drug use and/or dependency to be a health, safety, and security problem. Employees needing assistance with problems related to drug or alcohol abuse are encouraged to use the State Employee Assistance Program (EAP) and/or employee medical insurance plans, as appropriate. Students needing assistance are encouraged to use any or the appropriate resources listed under the resource section below. Conscientious efforts to seek such help will not jeopardize employment or student status.

Problems Associated with Alcohol and Drug Abuse

National studies consistently show alcohol as the drug of choice among college students. The generally accepted figure is that approximately 90% of college students consume alcohol. Binge drinking is a serious problem affecting about 4 out of 10 college students.

Student problems: Substance abuse may be involved in many campus problems such as damage to college property, violent behavior, physical injury, and academic failure. Other

problems include damaged quality in social relationships, date rape, conflicting demands, and an overall destruction of a campus environment conducive to academic pursuits. Alcohol and other drug use may lead to missing classes or work, poor academic performance, DWIs (driving while intoxicated), arrest and conviction for use or distribution of illegal drugs, dismissal from work or expulsion from school.

Employee problems: Every day, hundreds of thousands of employees jeopardize their health and performance because of substance abuse. Substance abuse causes work injuries. Alcohol and drugs make any job dangerous. Substance abuse can cause impaired eyesight, slower reaction time, lessened concentration, poor judgement, and poor coordination. Impaired skills can cause motor vehicle accidents, injuries from hazardous materials, injuries from improper use of tools or machinery, falls or fires. It affects productivity, quality of work, cooperation of others, motivation, and morale.

Health Risks

Alcohol: Alcohol consumption causes a number of marked changes in behavior. Even low doses impair judgement and coordination and increase the incidence of aggressive behavior. Very high doses impair judgement and cause death. Alcohol intoxication is equivalent to a drug overdose. If combined with other depressants of the central nervous system, the effects of alcohol are multiplied. Repeated use of alcohol can lead to changes in tolerance and dependence. Cessation of alcohol intake can produce withdrawal symptoms including tremors, hallucinations, convulsions, and death. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and liver. Women who drink even small amounts of alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Children of alcoholic parents have a 40 percent greater risk of developing alcoholism than those whose parents are not alcoholic.

Cannabis: The mood-altering effects of marijuana are the results of chemical delta-9 tetrahydrocannabinol (THC). THC is fat-soluble and remains in the body up to three weeks after smoking one marijuana cigarette. Consequently, even occasional use can be detected through urinalysis. Research indicates that regular use may have long-term effects on the user's brain, heart, and reproductive organs. The numerous carcinogenic chemicals found in marijuana smoke may make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

Depressants: The use of depressants can result in a change in tolerance and in physical, as well as psychological dependency. The combining of several depressants (e.g., Valium and alcohol) will potentially increase the depressive effects, multiplying health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, and death.

Stimulants: High dose of stimulant drugs result in intense personality disturbances including visual and auditory hallucinations, delusions, and paranoia. Tolerance develops rapidly. Cross-tolerance does develop among stimulant drugs (e.g., methamphetamines and cocaine). The use

of cocaine can cause death be cardiac arrest or respiratory failure. Stimulants are addictive and while withdrawal from stimulants is less dangerous that with depressants, depression can make the person vulnerable to suicide.

Narcotics: Tolerance, especially to the euphoric effects or narcotics, and physical dependence develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable; however, they are seldom life threatening.

Hallucinogens Phencyclidine (PCP). Large dose of PCP may result in convulsive seizure, coma, and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control. While relatively rare, flashbacks-the spontaneous reappearance of the drug experience after use has ceased-may occur.

Anabolic-Androgenic Steroids. Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence, and arrested growth. Irreversible masculinization and sterility can result when women use steroids. Psychological impairments include mood swings, depression, and very aggressive behavior.

Prescription Medication: Prescription medication is contraindicated if other chemical substances, including legal (alcohol, caffeine, nicotine), and/or illicit drugs (cocaine, LSD, marijuana), are used at the same time. When medications are needed and prescribed, whether for acute or chronic conditions, individuals should ask their doctor or pharmacist about the associated risks of alcohol and other drug usage. The potentiation effect of multiple substances is especially dangerous as it tends to more than double the effects, and most people are unaware of the risk. Compromised or unusual drug tolerance due to medication use may lead to inadvertent substance abuse. According to some medical experts, prescription drugs can provide us with symptomatic relief, comfort, and sometimes cure, but only if they are used with caution and prudence.

Recognizing an Alcohol or Drug Problem

Probably the easiest way to determine if your use of alcohol or other drugs has become a problem is by using this simple rule of thumb: If alcohol or other drug use is causing difficulties or if you are using them to avoid your problems, then you probably have a problem. There are many ways to define causing a problem, such as: missing time at work or school, fighting with relatives, spouse or friends, social conflicts, accidents or injuries, poor health, violence, damaged reputation, financial difficulties, legal problems, etc. In short, if there are difficulties arising in your life that exist because of your alcohol or drug use, or that of someone you know, you might decide to take a closer look at the situation.

Common Signs of Abuse:

- Physical Signs - Bloodshot eyes, sudden weight loss, coughing or chest pain. Irregular menstruation, fatigue, frequent intoxication, or hangovers.
- Behavioral Signs - Constantly late, work not completed, frequently absent from school or work, secretiveness, withdrawing from friends and family, changes in sleep or eating habits, frequent job or school changes, missing money or possessions, dramatic change in personal hygiene.
- Personality Changes - Severe mood swings, depressed feelings much of the time, irresponsibility toward appointments and everyday tasks, decreased interest in activities, tendency towards dishonesty.

Assessment

If you conclude that you might have a problem, an assessment of your drug or alcohol use may answer your questions about the severity of the problem.

Centralia College's counseling center has professional counselors who can assist students with assessment and problems arising out of drug or alcohol use or abuse by families and friends. Employees may use the Employee Advisory Service, which also provides assessment and counseling services. Numerous community resources also provide assistance.

Resources for Alcohol and Drug Abuse

The following is a list of organizations that provide counseling and other services related to drug and alcohol abuse. The Counseling Center has resource information for people with drug and alcohol problems. Wellness information is located in second floor of the Transalta Commons in the Counseling Center is another excellent source of information regarding all the following service providers. In addition, you will find resource material and a list of additional resource materials available from the Timberland Regional Library. The Associated Students of Centralia College also provide other brochures and pamphlets in the Student Life and Involvement Center on the first floor of the Transalta Commons Building.

Organization	Phone Number
Addictions Recovery Center @ Providence Hospital (Morton)	844-289-0879
WA Recovery Helpline	866-789-1511
Cocaine Anonymous	503-256-1666
American Addiction Center	888-744-0069
DARE	800-223-3273
Health & Safety Through Education	360-284-3215
Just Say No Hotline	800-624-0100
Lewis County Department of Health	360-748-9121
Narcotics Anonymous	360-754-4433
Substance Abuse and Mental Health Services Administration	800-662-4357
Salvation Army	360-736-4339
XII Step Club	360-736-4813
The Washington State Recovery Help Line	800-662-9111
County Crisis Hotline	800-803-8833

Campus Security & Local Law Enforcement

Centralia College security is provided by a contracted agency that is coordinated through the Campus Safety & Security Manager in the Campus Safety & Security Office. The security service staff routinely patrol the campus Monday through Thursday from 5:00pm to 5:00AM and from 5:00PM Friday evening to 5:00AM Monday morning.

In addition, they are also contracted on a case-by-case basis to provide additional coverage for special events or emphasis patrols (smoking, skateboarding, dances, etc.) and when security is required to be present due to large amounts of money (during registration, surplus sales, etc.).

Contracted security staff are not routinely on campus during the day and do not have arrest authority. Contracted security staff can provide some investigative services. Contracted security staff can request identification from individuals on campus if they are believed to be involved in committing a crime or violating college rules.

Contracted Security and Campus Safety and Security only have jurisdiction on college owned property.

If you are involved in a situation where you believe police action may be required, NOTIFY THE POLICE AT ONCE by calling 911 or 360-740-1105 (non-emergency). After the police are called, please notify the Campus Safety & Security Manager at ext. 8888 or 360-623-8888.

The Campus Safety & Security Manager, or designee, is on campus Monday Through Friday 8:00 AM to 5:00 PM. The Campus Safety & Security Manager is tasked with emergency management, crime prevention, investigations, parking enforcement, and responding to calls for

service. Crimes that are committed on the Centralia College campus are reported to the Centralia Police Department. The Campus Safety & Security Manager works closely and in cooperation with the Centralia Police Department and other law enforcement agencies when they request assistance in emergency, dangerous, or suspected emergency situations which are altering or may alter normal campus operations.

At this point in time there are no Memorandums of Understanding (MOU's) between the college and the Centralia Police Department, Lewis County Sheriff's Office, or Morton Police Department when it comes to the investigations of crimes on campus.

At this point in time the college does not have any policy or agreement with local law enforcement to monitor or record criminal activity by students at non-campus locations of student organizations officially recognized by the school, including student organizations with non-campus housing facilities. However, the Campus Safety & Security Manager receives daily press releases from the Centralia Police Department and if a criminal act occurs involving students of the college, they will be forwarded to the Vice President of Student Services. The college does not receive daily press releases from the Lewis County Sheriff's Office or the Morton Police Department.

Crime Reporting

FOR EMERGENCIES - IMMEDIATELY CALL THE LOCAL POLICE, DIAL 911.

Report any criminal or suspected criminal behavior to Campus Safety & Security at ext. 8888, or 360-623-8888. All college employees who either witness or hear about criminal or suspected criminal behavior are encouraged to make immediate reports. In addition, any college official who has significant responsibility for student and campus activities is required to make such reports. Although professional counselors are exempted from this requirement, they may on a case-by-case basis voluntarily report anonymous crime statistics to Campus Safety & Security, in a manner that will protect the identity of their source. The Campus Safety & Security Office is responsible for compiling crime statistics from both on campus and police sources for the purposes of the annual crime statistics report. The Campus Safety & Security Manager shall poll appropriate local police agencies and campus offices to include, but not necessarily limited to, the vice president of student services, student programs, and counseling center. As of October 1st, of each year, (unless otherwise directed), the college will publish its annual crime statistics report for the past three calendar years. These crime statistic reports will be included as part of this total report.

The Campus Safety & Security Manager keeps and maintains a daily log that records all crimes reported to the police or reported on campus. The log contains information about the nature, date, time and general location of each crime and the disposition of the complaint, if known. Except where law prohibits such disclosure, or where such disclosure would jeopardize the confidentiality of the victim, the information in the log will be open to public inspection within two business days of the initial report being made to the Campus Safety & Security Manager or a campus security authority. If there is clear and convincing evidence that the release of such _____

information would jeopardize an on-going criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

The Campus Safety & Security Manager may assist any victim or third party in completing criminal reports. The college may request the appropriate police agency to investigate a reported crime. The Campus Safety & Security Manager shall classify reports using the FBI Uniform Crime Reporting definitions.

When alleged perpetrators are identified as students, with the cooperation of the victim, the case will be processed according to the disciplinary procedures outlined in the Centralia College *Student Rights and Responsibilities Code, WAC 132L-351*. Criminal investigations and proceedings can occur independently, before, during, or after, college disciplinary proceedings.

Report as much detail as possible. After a crime, write down as much information as you can. Try to note such things as gender, age, height, weight, color of hair, hairstyle, eye color, dress or clothing, facial hair, glasses, distinguishing marks such as scars, distinguishing walk, manner, or voice.

The Campus Safety & Security Manager will accept third party reports in which the victim wishes to remain anonymous. However, the college prefers to receive reports directly from the victim because the victim will usually be able to provide greater detail to assist in any investigation.

Preserve all physical evidence of any crime or suspected crime. Do not wash off or destroy evidence that may be critical to any investigation. Preserve the crime scene. Do not touch anything. Attempt to close off the area and not allow anyone to enter until the police arrive.

The college encourages both pastoral and professional counselors when they deem it appropriate to do so to inform the individual, they are intending to report crimes to the Office of Campus Safety & Security. Pastoral and professional counselors are encouraged to let the individual they are counseling to know that they have the option to file a confidential report with the Office of Campus Safety & Security so that crime statistics can be gathered to be included in the Annual Security Report. Pastoral and professional counselors are also able to file a report with the Office of Campus Safety & Security on behalf of the victim.

Timely Warning

The Safety & Security Manager, or a designee, will develop and send Timely Warning Notifications to notify members of the campus community about serious crimes against people that occur in campus geography, where it is determined that the incident may pose an ongoing threat to members of the Centralia College community. Decisions to disseminate a warning will be decided on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. These warnings will be distributed if the incident is reported to Safety & Security

directly, or if it is reported indirectly through a Campus Security Authority (CSA) or the local police department.

Timely Warning Notifications are provided to notify students, faculty, and staff of certain crimes that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. A Timely Warning Notifications also seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

Timely Warning Notifications include information about the crime that triggered the warning, but do not include personally identifiable information about the victim of the crime. Timely Warning Notifications also include other available information that the college determines will help members of the campus community to protect themselves, ranging from descriptive information about suspects to tips on deterring theft. Thus, the amount and type of information presented in the warning will vary depending on the circumstances of the crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the Timely Warning Notification. An effort will always be made to distribute a warning as soon as pertinent information is available so that the warning is a preventive tool, not solely the description of the incident. A Timely Warning Notification will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips)
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- Police agency/Campus Safety & Security department contact information
- Other information as deemed appropriate by the Safety & Security Manager (or designee)

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert. Timely Warning Notifications are made in response to the occurrence of crimes specified in the Clery Act.

When Timely Warning Notifications are issued:

Centralia College will issue a Timely Warning Notification as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus community. The determination will be made based on the information that Safety & Security has available at the time.

Department or Individual responsible for issuing Timely Warning Notifications:

The Safety & Security Manager (or designee) will initiate the steps for the Timely Warning Notification. Included in those steps are:

1. Forwarding the proposed wording to the Public Information Officer (or designee) to determine the message, along with
2. Notification to the Vice President of Student Services.

Phrasing and wording of the warning will be confirmed between those departments, and then it will be sent out to using a variety of means, including, but not limited to, emails, text messages, emergency notification system message, phone calls, and website announcements posted on the Centralia College website.

Crimes included in this policy:

This policy is focused on “Clery Act crimes,” which are:

- murder and non-negligent manslaughter
- sexual violence and other sex offenses, forcible or non-forcible, but not including sexual harassment or indecent exposure (sexual violence must be reported to the Title IX Coordinator) domestic violence and dating violence (if the alleged, suspected, or reported victim is a student, the incident likely also needs to be reported to the Title IX Coordinator)
- stalking (if the alleged, suspected, or reported victim is a student, the stalking incident likely also needs to be reported to the Title IX Coordinator)
- robbery and burglary
- aggravated assault
- motor vehicle theft –including theft of motorized scooters, golf carts, motorized wheelchairs and the like
- arson
- “Hate crimes” include: (i) any other crime involving bodily injury, or (ii) larceny, theft, simple assault, intimidation, and destruction/ damage/ vandalism of property, when motivated by the perpetrator’s bias. Bias is defined as a negative opinion or attitude toward a group of persons based on their race, gender or gender identity, religion, sexual orientation, ethnicity/national origin, or disability.

The Safety & Security Manager does not issue Timely Warning Notifications for the above listed crimes if:

- The Campus Safety & Security department or police apprehends the subject(s) and the threat of imminent danger for members of the community have been mitigated by the apprehension.
- If a report was not filed with Safety & Security or if Safety & Security was not notified of the crime in a manner that would allow the department to post a Timely Warning Notification for the community. A general guideline includes a report that is filed more than five days after the date of the alleged incident may not allow Safety & Security to post a Timely Warning Notification to the community. This type of situation will be evaluated on a case-by-case basis.

Timely Warning Notifications may be distributed for crimes (ex. a pattern of larcenies or vandalism cases) that do not rise to the level of causing a serious or continuing threat to the College community. In addition, they may be distributed for other safety concerns (mulch fires, etc.).

Compiling the Annual Disclosure of Crime Statistics

Campus Security Authorities will submit all crime reports by emailing them to the Campus Safety & Security Manager. Statistics from CSA reports will be added to the crime statistics from appropriate police jurisdictions to complete the Annual Crime Report. By October 1 of each year, (unless otherwise directed), the Clery Compliance Officer will submit the annual report to the U.S. Department of Education, update the Annual Security and Fire Safety Report on the college website and notify the campus community how to get the annual report and crime statistics.

Campus Security Authority (CSA)

A Campus Security Authority (CSA) is an individual, who by virtue of their assigned college responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Campus Safety and Security Office, so that they may be included and published in the Annual Security and Fire Safety Report for Centralia College. CSA's have completed training on appropriately handling reporting crimes, victim relations and support, and related school policies. Individuals identified as a Campus Security Authority (CSA) based on Clery Act guidelines are required to report allegations of Clery Act crimes they receive which occurred on the college owned or controlled geography. Centralia College identifies individuals on an ongoing basis and trains individuals identified as CSAs on an annual basis. CSAs play a key role in ensuring safety by delivering information to the necessary offices such as Safety & Security and Title IX. All reporting should be completed using Centralia College's [Campus Security Authority Report Form](#) found on the website.

Who They Are

The Campus Safety & Security Manager as well as contracted Security Officers are CSAs, but other Centralia College employees designated as CSAs include: Deans, Directors, Department Heads, Supervisors, Safety & Security Staff, Contracted Security, Club Advisors, Human Resources Staff, Athletic staff including coaches, and Student Life Staff.

The Clery Act defines a CSA as any of the following categories:

1. A campus police department or a campus security department of an institution, e.g. any member of Centralia College Safety & Security and contracted security company.
2. Any individuals who have responsibility for campus security but are not members of a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property, such as a contracted security guard).
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offense; or
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

What They Do

A CSA must notify Campus Safety & Security of crimes or criminal incidents that are reported to him or her and complete an online report. They disclose statistics that fall under the Clery Act's list of reportable crimes and occur within Clery geography.

If a CSA is notified of a crime in progress or an ongoing threat to the either Centralia College campus community, they will contact Lewis County Dispatch by calling 911 (or 360-740-1105) for assistance, then immediately notify Campus Safety & Security at 360-623-8888.

Confidential Crime Reporting through CSAs

Occasionally, a person may want to seek assistance anonymously. For example, if you are a victim of sexual assault and wish to seek help, medical or otherwise, without contact with law enforcement, you can confidentially report the incident to a designated CSA. Your CSA can provide you with information and resources and serve as your agent to obtain the support you need without filing a police report.

Crime Statistics

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Centralia College submits the annual crime statistics published in this report to the Department of Education. The process for reporting crime statistics includes gathering statistics from the following jurisdictions: the Centralia College Facilities, Operations & Maintenance Department, the Centralia Police Department, the Morton Police Department, non-police officials, and other police jurisdictions. For reporting purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for crime statistic information is made on an annual basis to the jurisdictions mentioned above and to non-police officials that include the campus security authorities. A campus security authority includes, but is not limited to, college vice presidents, deans, student services directors, student life staff (including club advisers), housing staff, international programs staff, Public Safety Staff, and athletics staff. In the event a jurisdiction does not respond or non-police officials do not respond a second attempt will be made to collect the crime stats for the calendar year.

Centralia College will not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official. The crime stats collected and portrayed in the Annual Security Report are based on allegations of a crime not proof that a crime was committed.

In limited situations a crime may be withheld or removed from the crime statistics if the crime is investigated by a sworn commissioned law enforcement officer and through the officer's investigation they determined based on the investigation and evidence that the report was false or baseless and is then considered unfounded. Any unfounded crimes are reported in the Annual Security Report. The recovery of stolen property, the low value of stolen property, the refusal of a victim to not cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report. It is the general procedure of the Campus Safety & Security Officer to count all crimes in its annual crime statistics regardless of whether or not a crime is unfounded.

When counting crimes for Clery act purposes if multiple crimes are committed during the same offense the FBI's Uniformed Crime Reporting Hierarchy Rule is used. Under this rule, when more than one Criminal Offense was committed during a single incident you should only count the most serious offense.

Table 1: Crime Statistics for Main Campus

CC Main Campus	On-Campus			On-Campus Student Housing			Non-Campus			Public Property		
	'20	'21	'22	'20	'21	'22	'20	'21	'22	'20	'21	'22
CLERY CRIMES												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	1	0	0	1	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	1	1	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	2	10	0	1	3	0	0	0	0	0	0
Motor Vehicle Theft	0	0	3	0	0	0	0	0	0	0	1	2
Arson	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	1
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	3	1	0	1	0	0	0	0	0	0	0
ARRESTS												
Arrests: Weapons - carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	1	1	0	0	1	0	0	3	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION												
Disciplinary: Weapons - carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary: Drug Abuse Violations	1	1	3	1	1	3	0	0	0	0	0	2
Disciplinary: Liquor Law Violations	1	8	12	1	8	12	1	0	0	0	0	0

Table 2: Crime Statistics for CC East Campus

CC East Campus	On-Campus			On-Campus Student Housing			Non-Campus			Public Property		
	'20	'21	'22	'20	'21	'22	'20	'21	'22	'20	'21	'22
CLERY CRIMES												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS												
Arrests: Weapons - carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION												
Disciplinary: Weapons - carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

Daily Crime Log

Interested parties can view the daily crime log in the Campus Safety & Security Office during normal business hours or on the Campus Safety & Security webpage:

<https://www.centralia.edu/resources/safety/crime-log.aspx>. The Office of Campus Safety & Security maintains the daily crime log and any reported crime which occurs on the colleges campus geography or patrol jurisdiction is added to the log within two business days. The daily crime log covers all reported crimes not just Clery Act crimes. The Campus Safety & Security Office may withhold entering information into the daily crime log if the information is prohibited from being disclosed by law or would jeopardize the confidentiality of the victim. The school may also withhold information required for the daily crime log if there is clear and convincing evidence that the release of information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual
- Cause a suspect to flee or evade detection
- Result in the destruction of evidence

Once the adverse threat has been mitigated the information will be added to the daily crime log.

The daily crime log for the previous 60 days is open to public inspection during normal business hours. Any portion of the daily crime log older than 60 days will be made available within two business days of the request for public inspection.

Clery Geography

Clery Geography is a term that is unique to the Clery Act. These are the physical locations from which all Clery crime data is gathered.

The following are the four categories of Clery Geography:

- **On-Campus:** Any building or property owned or controlled by Centralia College within the same reasonably contiguous geographic area and used by Centralia College in direct support of, or in a manner related to the institution's educational purposes, and any building or property that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes.
- **On-Campus Residential:** NOTE: Residential buildings are considered a subset of On-Campus Geography, and statistics for Centralia College's Residential Housing (115 S. Silver St. Apartments, 401 S. Rock St., 403 S. Rock St., and 512 W. Pear St.) are recorded and included in two places—the On-Campus category and the On-Campus Residential category.
- **Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within

the same reasonably contiguous geographic area of the institution.

- **Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent to and accessible from the campus.

CLERY Crimes and Definitions

- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. This offense includes the rape of both males and females. If this incident occurs in the same incident as a murder than both a murder and rape in its crime statistics.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. If this incident occurs in the same incident as a murder than both a murder and fondling in its crime statistics.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law. If this incident occurs in the same incident as a murder than both a murder and incest in its crime statistics.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. If this incident occurs in the same incident as a murder than both a murder and statutory rape in its crime statistics.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Unlawful entry with intent to commit a larceny or a felony; breaking or entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle (SUVs, automobiles, trucks, buses, motorcycles, motor scooters, golf carts, motorized wheelchairs, ATVs, and

snowmobiles.

- Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Any time an Arson is committed within the campus geography the stat must be recorded even if another crime is committed. The Hierarchy rule does not apply to Arson.
- Liquor law violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, furnishing, transportation, possession, or use of alcoholic beverages or intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above.
- Drug Law Violations: The violation of laws prohibiting the production, distribution, and/or use of controlled substances and the equipment or devices utilized in their preparation and/or use.
- Illegal Weapons Possession: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Include possession of deadly weapons; carrying deadly weapons, concealed or open; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.
- Hate Crimes: Crimes that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Hate crimes, by category of bias include: Race, Disability, Ethnicity, National origin, Gender, Religion, and sexual orientation. Hate crimes also include the following crimes
 - Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
 - Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.
 - Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
 - Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- Domestic Violence: Means a “felony or misdemeanor crime of violence committed by:
 - A current or former spouse or intimate partner of the victim.

- A person with whom the victim shares a child in common.
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA].
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington.”
- • Dating Violence: Means a “violence committed by a person:
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship.”
- Stalking: Means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for his or her safety or the safety of others;
 - Suffer substantial emotional distress.
 - When recording reports of stalking that include activities in more than one calendar year, an institution must record a crime statistic for each and every year in which the course of conduct is reported to a local police agency or to a campus security authority. An institution must record each report of stalking at only the first location within the institutions Clery geography in which a perpetrator engaged in the stalking course of conduct; or a victim became aware of the stalking.

Hate Crime Statistics

Centralia College strives to foster a safe and healthy learning environment that supports students in diverse and inclusive ways. The hate crime statistics are separated by category of prejudice. The crime statistics for the primary crime offenses include crimes motivated by bias with the exception of Simple Assault and Intimidation. If a hate crime or bias incident occur where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime or bias incident even though there is no requirement to the crime classification in any other area of the compliance document. Categories of prejudice include race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability.

Centralia College Main Campus:

2022: No hate crime or bias incidents reported
 2021: No hate crime or bias incidents reported
 2020: No hate crime or bias incidents reported

Centralia College East Campus:

2022: No hate crimes or bias incidents reported
 2021: No hate crimes or bias incidents reported
 2020: No hate crimes or bias incidents reported

Unfounded Crimes:

There were no unfounded crimes in 2020, 2021, 2022 on Centralia College Main campus or Centralia College East Campus.

Registered Sex Offenders Policy & Procedure

Centralia College, as a public agency, is authorized to release information to the public regarding sex and kidnapping offenders when the college believes that disclosure of the information is relevant and necessary to protect the public and counteract the danger created by a particular individual. This disclosure applies to any information regarding:

- Any person convicted of a sex offense as defined in **RCW 9A.44.130** or a kidnapping offense as defined by **RCW 9A.40**;
- Any person under the jurisdiction of the indeterminate sentence review board as the result of a sex or kidnapping offense;
- Any person committed as a sexually-violent predator under chapter **71.09 RCW** or as a sexual psychopath under chapter **71.06 RCW**;
- Any person found not guilty of a sex or kidnapping offense by reason of insanity under chapter **10.77 RCW**; and

- Any person found incompetent to stand trial for a sex or kidnapping offense and subsequently committed under chapter **71.05 RCW** or **71.34 RCW (RCW 4.24.550(1))**.

The college is required to advise the campus community where law enforcement agency information provided by a state under the Megan Nicole Kanka and Alexandra Nicole Zapp Community Notification Program (**34 U.S.C. 20923**) concerning registered sex offenders may be obtained, such as a local law enforcement agency with jurisdiction for the campus or a computer network address (**34 CFR 668.46(b)(12)**). In addition to complying with provisions of the Adam Walsh Child Protection and Safety Act of 2006.

REQUIREMENTS FOR SEX OR KIDNAPPING OFFENDERS

Three business days prior to enrolling in classes, being present on campus, or participating in class or college activity for the first time, all sex and kidnapping offenders must:

- Notify the Lewis County Sheriff of the intent to attend or be present on the college campus. The sheriff will notify the college through the Vice President of Student Services. **RCW 9A.44.130(1)**.
- Self-disclose status to the Vice President of Student Services.
- Participate in an intake meeting by providing requested information and release of information including but not limited to: details of the crime(s), treatment, risk level classification, compliance history, victim profile, or other information deemed by the college to be important.
- Agree to comply with any conditions or restrictions as part of a safety plan and/or behavioral contract that limits access, interactions, or participation. Behavioral contracts shall specify consequences for non-compliance and shall be signed by a college representative and the student.

A College official or employee is immune from civil liability for damages for a release of relevant and necessary information unless it is shown that the College official or employee acted with gross negligence or in bad faith. (**RCW 4.24.550**)

Failure to comply will be grounds for denial of admission or dismissal for admitted students under the provisions of WAC 132L-351, *Student Rights and Responsibilities Code*.

This policy will be published in the college catalog and on the college webpage.

Procedure: Upon receiving written notification from the County Sheriff's Office, any other police agency, or self-disclosure, about the likely presence of a sexual offender on or near any College-controlled facility, activity or event, the College may take such steps as are necessary and

appropriate under applicable state law to inform members of the College community of the presence of such persons. Persons likely to be present include applicants for admission, attending students, employees of the College, or persons otherwise known or suspected to frequent the College or College-controlled facilities, activities, or events.

Annually, the Safety & Security Manager will send an email to the campus community notifying them where to access information about registered sex offenders. This email will provide:

- A link to the College's Campus Safety webpage directing the user to the Lewis County Sheriff's Office, which provides ready access to the public to search for sex offenders. If there is any change in this link, the Vice President of Student Services will notify, in a timely manner, the campus community about the change.
- Directions on how to report RSO information to the Safety & Security Manager if the employee is made aware of an RSO on campus.

The Vice President of Student Services shall be the designated official to receive notifications from the County Sheriff's Office or other police agencies. Prior to notification, the Vice President of Student Services may, when deemed advisable, contact appropriate police and/or community corrections personnel to obtain information to guide notification actions. The Vice President of Student Services shall coordinate notification to the campus community. Any person on campus receiving notification from a police agency shall provide a copy of such notification to the Vice President of Student Services and the Safety & Security Manager.

The Vice President of Student Services will coordinate campus notification and maintain documentation including but not limited to the following records:

1. Copies of all files, photos, and other correspondence provided by other agencies.
2. Record of all notifications made.
3. Copies of all community advisory flyers or other public notices.

In the case of a college employee, the Vice President of Student Services will provide appropriate information to the Human Resources office. The Vice President of Human Resources & Equity, with consultation of the College President, will coordinate notifications as deemed appropriate.

Notifications, adjusted on a case-by-case basis, shall be guided by the risk classification of the registered sex offender.

The extent of the public disclosure of relevant and necessary information shall be rationally related to:

(a) the level of risk posed by the offender to the community,

(b) the locations where the offender resides or is regularly found, and

(c) the needs of the members of the College community for information to enhance their individual and collective safety. The extent and types of notifications may be adjusted on a case-by-case basis, but shall be generally guided by the offender risk factors as follows:

Level I Sex Offender - Low Risk to Re-offend

Notifications: (on a case-by case basis including, but not limited to)

- Campus Safety and Security
- President
- All Vice Presidents
- All Deans
- Directors, as determined through the intake process
- If employed, notify supervisor.
- Any member of the college community upon request

Restrictions: (on a case-by case basis, as part of the behavioral contract with the Vice President Student Services, including, but not limited to)

- Employment that cannot be continually supervised, or has unsupervised access to locations in which vulnerable adults or persons under age 18 are present, or has access to student records, or involves unsupervised access to recreational areas
- Specified areas or places on or near the campus

Level II Sex Offender - Moderate Risk to Re-offend

Notifications: (on a case-by-case basis including, but not limited to)

- All Level I notifications
- Counseling Center/Running Start
- ABE/High School Completion Program
- GED Program
- STEM Tutoring Center

- Writing Center
- Tutoring Center
- Blazer Central
- Math Emporium
- Student Employment Office
- Student Programs
- All Child Care, ECEAP, Parenting, and Child Development Centers
- Disability Services
- Faculty advisor
- Any other College program with a significant population of students under the age of 18 or with vulnerable adults
- Faculty and staff in whose program and/or course the student is enrolled (name, crime(s), and restrictions, if any)
- Librarians
- Computer Lab
- If employed at the College, send notification to supervisor and co-workers
- Any other program or office with whom the student has or is likely to have contact

Restrictions: (on a case-by case basis, as part of the behavioral contract with the Vice President Student Services, including, but not limited to)

- All Level I Restrictions
- SAALT or any other club, organization, or activity in which students officially represent the college to off-campus events
- Any position of authority or power that has access to student information or that can influence students or employees
- Any club or organization officer
- Field trips and outings
- Group projects
- Certain classes or programs
- In addition to Level I job restrictions, any job that requires or permits extended unsupervised personal contact with other students or staff members, or poses a threat to safety or security

Level III Sex Offender - High Risk to Re-offend

Notifications (on a case-by case basis including, but not limited to)

- All Level I and II notifications

- Email notification and link to a law enforcement website to students in whose class the offender is enrolled
- All College employees via e-mail and link to Lewis County or Thurston County Sheriff's website
- College bulletin boards and other public posting areas
- Any other legal means to get the information out to the college community

Restrictions: (on a case-by case basis, as part of the behavioral contract with the Vice President Student Services, including, but not limited to)

- All Level I and II restrictions
- May not be employed by or through the College
- May not be a member of any club, organization, or co-curricular or extra-curricular activity.

Additional procedures for Level III Offenders:

- Written notification of the offender's intent to enroll must be received at least (3) months prior to actual enrollment.
- Offender must have at least (6) consecutive months without any violations of their registration conditions leading up to enrolling
- While on campus, offender will be monitored by campus safety and security staff and will be introduced via email to each class they attend via email as a Level III Offender

Policy and Procedures Regarding Sexual Assault

Centralia College condemns all sexual violence. It is the goal of the college to be a community free from sexual violence.

The college provides educational information in brochure form to students and the campus community about sexual violence. This information is available at the Student Life and Involvement Center. All students and employees are provided access to training on sexual violence, assault, and harassment.

Whenever sexual violence occurs, whether it is on or off campus, the college strongly encourages that the victim reports the incident to the police, the Title IX Coordinator, or the College's Counseling Center if they want to report anonymously. The College will assist any victim and will support them in reporting the incident to the police. Whether or not criminal charges are filed depends upon the wishes of the victim and upon the decision of the city or county attorney as to whether there are sufficient grounds to prosecute. If the alleged crime occurs within the jurisdiction of the college, the victim is strongly encouraged to report the crime to the Title IX Coordinator. With the consent of the victim, the college will initiate appropriate

disciplinary action against the accused, even in cases also being handled by civil authorities. The college will also, at the victim's request, implement appropriate interim remedies to the victim. The college may take action without the complainant choosing to move forward if the college deems it necessary for the health and safety of campus.

The college's decision to initiate disciplinary action will be influenced by the wishes of the victim and the results of an investigation. The disciplinary process will be explained to the victim and possible outcomes of the proceedings will be discussed with the victim prior to proceeding. Victims ordinarily will need to participate in the disciplinary hearing and will be provided a support person if so desired by the victim. Both victim and accused have the right to have a support person present during a disciplinary proceeding. The victim will be notified of the final results of any disciplinary proceeding.

Definitions:

Sexual violence: any sexual behavior between two or more people in which one person does not or cannot consent. Sexual assault includes penetration, no matter how slight or any physical contact or touching of another person's sexual areas without consent.

Acquaintance rape: nonconsensual sex between adults who know each other. Acquaintances include platonic, dating, marital, professional, academic, or familial relationships.

Date rape: a narrower term referring to nonconsensual sex between two adults who are dating or on a date. Date rape is one form of acquaintance rape.

Unfortunately, acquaintance rape, especially date rape is often not understood as rape by the victim. Because the victim recognizes their attacker, resulting in confusion, feelings of self-doubt or betrayal. The victim may feel that they will be blamed for what has happened or that no one will believe them. Acquaintance rape is still rape. It is a violent act and can be prosecuted.

Rape occurs anytime a victim is forced, coerced, or tricked into sexual intercourse against her or his will. It is still rape even if the victim had sex with her or his attacker in the past, the victim engaged in kissing or sexual touching with the assailant, there was no weapon, or the victim was unable to say "no."

If you are a victim of sexual assault, you should consider the following actions:

- Go immediately to a safe place.
- Call the police even if you don't want to press charges. They will help you get immediate and critical medical attention. Regardless of whether you choose to contact authorities, seek immediate medical assistance.
- Go to a hospital. Do not shower or douche. Do not urinate or have a bowel movement.
- Do not eat or smoke. While at the hospital you will be checked for physical injuries, and evidence will be collected in case you wish to press charges. Going to the hospital does not mean you need to press charges. You can decide that later.
- Contact the Lewis County Hope Alliance (360-748-6601 or 1- 800 244-7414) for crisis intervention and support services.

- Protect yourself from possible pregnancy. Talk immediately with a health care provider or pharmacist about the "morning-after" pill. This may reduce the chances for pregnancy but needs to be done within 72 hours-the earlier, the better chance of preventing pregnancy.
- Consider talking with someone you trust such as a relative, counselor, teacher, or pastor for the much-needed support you deserve
- Explore legal avenues for criminal and or civil action as well as using on- campus reporting procedures, including the college's disciplinary system or Title IX office
- Allow yourself time to heal. Seek counseling services at the Hope Alliance, private counseling, or at the College's Counseling Center.

To minimize the danger of sexual assault, the college provides nightly security patrols of the Centralia College main campus. The Facilities/Safety Committee regularly reviews reports related to lighting and shrubbery. Further information about sexual assault prevention may be obtained from the Title IX Coordinator or the counseling center.

College Disciplinary Proceedings

The college disciplinary process is the mechanism by which the college can appropriately respond to a report of student misconduct. Student Conduct proceedings are conducted in accordance with the Centralia College *Student Rights and Responsibilities Code, WAC 132L-351*.

In order for the college to proceed, a complaint (whether by a victim, third party, or college employee) must be filed with the vice president, student services. If the complaint is criminal in nature, it will be forwarded to the Campus Safety and Security Manager for Clery reporting and may be forwarded to law enforcement. Because the standard of proof for a college disciplinary proceeding is less than the standard of proof for criminal conviction, the college disciplinary process is a viable option for victims. The college has jurisdiction, not only for on-campus or college related actions, but also for off campus actions in which the college can show that its interests are involved. The college encourages any victim of sexual assault to proceed with the college disciplinary process. Criminal investigations and proceedings can occur independently, before, during, or after, college disciplinary proceedings.

During the disciplinary process, both the accuser and the accused are entitled to have others present for support during the hearing. Both have the right to call a reasonable number of witnesses to testify on their behalf. Both have the right to cross-examine and the Judicial Board may ask questions to both parties. Both shall be provided with the final outcome of the proceeding, with the proviso that this information shall not be disclosed to the public. The alleged assailant may be found responsible or not responsible depending on the facts and strength of the case. If the accused is found responsible, there are a wide variety of sanctions that may result in a disciplinary proceeding including, warning, restrictions, fines, restitution, probation, suspension, and dismissal.

For a complete information about proceedings and sanctions ask for a copy of the *Centralia College Student Rights and Responsibilities Code, WAC 132L-351* from the Office of the Vice President, Student Services or online at: <https://apps.leg.wa.gov/WAC/default.aspx?cite=132L350>.

Access to College Facilities and Safety

Centralia College is a public institution. It is important to balance public access with safety considerations, thus, campus facilities (with exception to restricted areas) are open to the public during posted business hours, and are locked after hours with access permitted only with proper authorization and identification. Centralia College maintains campus facilities in a manner that minimizes hazardous conditions.

Access to and security of Centralia College Campuses

Access and security of the two Centralia College campus locations are different, based on location and student use. Main Campus is staffed by Safety & Security. Centralia College East refers safety issues to the jurisdiction of the local law enforcement agency.

Building entrances at all campus sites are secured by electronic locks or normal mechanical locks requiring keys during non-business hours. Both key card access (for electronic locks) and key access (for mechanical locks) are authorized for each individual employee based on their position functions, supervisor approval, and then granted by Facilities, Operations, and Maintenance (FOM).

Access to and Security of Student Residential Housing

All student residential housing is secured 24 hours a day. Residents are supplied room keys to assigned rooms by Centralia College. The housing manager works with the Safety & Security Office to provide a safe environment within student residential housing. Propping doors open is strictly prohibited. Students should report any and all malfunctioning doors or locking mechanisms immediately to the housing manager. Residential housing is monitored by the housing manager & Housing and housing facilities are surveillance monitored by the Safety & Security Office.

Video surveillance cameras

There are dozens of surveillance cameras installed in various locations on the main campus and several at Centralia College East. With these in operation, they are monitored by the Safety & Security Office (and for the CC East, by their assigned staff) to help ensure safety for our college community. Camera efficacy is assessed annually, and changes in location or position are made as appropriate. Feeds from cameras are recorded onto campus servers. Safety & Security has access for 30 days to view and play and/or replay those recordings as appropriate for college security needs.

Security Considerations in Maintaining Campus Facilities

Centralia College maintains campus facilities in a manner that minimizes hazardous conditions. Walkways are illuminated with lighting and malfunctioning lights and door locks, for example, are

reported to and fixed by FOM. Shrubbery and trees are pruned to allow the walkways to be clear of low or dangerous branches that may impede a person's path or cause injury.

Reporting security issues

If an employee, student, or visitor finds or becomes aware of a safety or security issue they should immediately report it to the Safety & Security Office by calling 360-623-8888.

Future Student Housing

In 2023, Centralia College will have two residence hall facilities which will be managed and operated by Collegiate Housing International (CHI). This is a third-party company which the college has a written agreement with to provide housing to college students only.

115 S Ash Street:

Provides all tenants with key card access to the building as well as their residence hall room. The property is also monitored by CCTV and patrolled by Campus Safety & Security.

115 S Silver St. Apartments:

Is a fenced housing facility which requires students to enter a pin to gain access to the facility and then use a key to access their individual room. This site is also monitored by CCTV camera and patrolled by Campus Safety & Security.

Personal Security Recommendations

Although the college has taken precautions to reduce risks, only you can protect yourself by being aware of your surroundings and taking appropriate steps to prevent crime.

- Lock your office door. It only takes seconds for someone to enter your room and take your valuables.
- Store your handbags, wallets and other valuables in locked cabinets or drawers, even when you are in your office or room.
- Do not prop open locked doors.
- Do not loan your keys to anyone, including colleagues, classmates, or friends.
- Do not leave your keys in public places or in your jacket pocket when you are not wearing it.
- Do not put your name or address on your keys; do not put room or building identification on your keys.
- Do not leave personal property unattended. Take purses, briefcases, books, and calculators with you when leaving a room, office, or classroom. Do not leave valuables in plain view.
- Do not carry large sums of money.
- Park your bike where you can keep an eye on it when possible. Always lock your bike. Casehardened or kryptonite heavy locks and 3/8-inch chains provide the good protection. A U-bolt locking device provides the best protection. Secure each wheel.

- Always lock your car doors and never leave your keys in the car.
- Park in well-lit areas.
- Avoid leaving valuables in your car.
- Always have your key ready when you approach your car, Scan the area. If you are not comfortable leave the area.
- Don't walk alone at night.
- Walk assertively without daydreaming; be alert to everything around you.
- Some people choose to carry whistles or other loud devices to alert others in case of emergency.
- Police advise saying, "No," to requests for money from street people and avoid confrontations by not saying or doing anything else.
- Engrave your driver's license number on valuables.
- Dress for movement; wear low-heeled shoes and don't carry too many bulky packages.
- Don't take shortcuts. Always walk where there is plenty of light and traffic.
- Be aware of your surroundings. If you think you are being followed, go in a different direction or the other side of the street and yell for help. Quickly go to a lighted area or to a group of people.
- Watch for suspicious people in and around buildings and parking lots. Do not pursue them. Notify the coordinator of security or call the police.

Safety and Security Educational Programs

The Campus Safety & Security Manager can make arrangements for presentations on security and safety, crime prevention, sexual assault awareness, personal safety, and fire prevention. The Campus Safety & Security Manager has brochures and pamphlets available at no cost relating to safety and security issues. The Office of Campus Safety & Security makes periodic safety presentations to offices around campus throughout the year when requested.

At this point in time the Office of Campus Safety & Security does not provide any on-going programs in regards to the prevention of crimes outside of safety tips which are provided in timely warnings. The Office of Campus Safety & Security does make a point to educate individuals on crime prevention during normal day to day interactions.

Fire Safety Procedures and Statistics

Table 3: Fire Statistics for Centralia College Main Campus

Student Housing Fire Stats	Total Fires in each Building	Fire Number	Date	Time	Cause of Fire	# of Injuries Req Treatment	# of Deaths	Value of Property Damaged
115 S Silver Street - 2020	0	0	0	0	0	0	0	0
115 S Silver Street - 2021	0	0	0	0	0	0	0	0
115 S Silver Street - 2022	0	0	0	0	0	0	0	0
401 S Rock Street - 2020	0	0	0	0	0	0	0	0
401 S Rock Street - 2021	0	0	0	0	0	0	0	0
401 S Rock Street - 2022	0	0	0	0	0	0	0	0
403 S Rock Street - 2020	0	0	0	0	0	0	0	0
403 S Rock Street - 2021	0	0	0	0	0	0	0	0
403 S Rock Street - 2022	0	0	0	0	0	0	0	0
512 W Pear Street - 2020	0	0	0	0	0	0	0	0
512 W Pear Street - 2021	0	0	0	0	0	0	0	0
512 W Pear Street - 2022	0	0	0	0	0	0	0	0

Student Housing Fire Safety

Centralia College has limited student housing. Student housing is generally reserved for international students and student athletes. Listed below is a description of the fire safety system in each house. All smoke detector batteries are checked and/or changed twice every year coordinating with Daylight Saving time beginning and end. Fire extinguishers are checked every year in December.

115 S Silver Street: Smoke detectors are located in the hallway, and each bedroom. Fire extinguishers are located in the kitchen.

401 S Rock Street: Smoke detectors are located in the living room, each bedroom, and the top of the staircase on the second floor. Fire extinguishers are located in the kitchen and at the top of the staircase.

403 S Rock Street: Smoke detectors are located in the living room, each bedroom, and the top of the staircase on the second floor. Fire extinguishers are located in the kitchen and at the top of the staircase.

512 W Pear St: Smoke detectors are located in the living room & each bedroom. Fire extinguishers are located in the kitchen.

Fire Drills

The college conducts fire drills for residents of student housing. Student should make themselves aware of all escape exits from the house, including windows.

Appliances in Bedrooms

While cooking is not permitted in student rooms, coffee pots, popcorn poppers, and irons that are Underwriter's Laboratory approved, in good repair, and have thermostatic control may be used. Due to fire hazard, hot plates are not permitted and will be confiscated if used.

Candles & Open Flames

Candles, incense, potpourri burners, hookahs or water pipes, smoking, lithium-ion batteries, or other open flame/high-risk items are not permitted in Student Housing. Such items will be confiscated.

Fire Equipment

Extinguishers and alarms are available, should a real emergency arise. However, the cost of refilling, replacing, and repairing any equipment or damage resulting from improper use, will be charged to whoever is responsible or to all residents. Each house has a smoke detector. These are in the house for student protection and are not to be removed or tampered with. Misuse of any fire safety system is cause for serious disciplinary action in accordance with the student conduct code, WAC 132L-351. Sanctions may include removal from student housing and suspension or dismissal from the college.

Fireworks, Explosives, & Firearms

Possession or use of firearms, dangerous chemicals, or other dangerous weapons or instruments are not permitted in student housing.

No flammable or combustible substances including, but not limited to, those as defined in Washington State Explosives Act Chapter 70.74 REC and Washington State Fireworks Law Chapter 70.77 REC are permitted in student housing.

Violation of any of these rules is cause for serious disciplinary action in accordance with the student conduct code, WAC 132L-351. Sanctions may include removal from student housing and suspension or dismissal from the college.

Fire Safety Procedures for Emergency Evacuation of Student Housing

- Call 911 any time a fire is present. DO NOT DO ANYTHING TO PUT YOURSELF IN DANGER.
- If there is a very small fire you may attempt to put it out yourself with the fire extinguisher in your facility. If this does not work, or if it seems uncontrollable, evacuate immediately. Leave your belongings and call for others in your building to evacuate as you are leaving.
- If you are caught in a fire, crawl or stay low so that you do not inhale too much smoke. Touch your hand to a door before leaving a room to see if it is too hot and if there is a fire on the other side. If so, do not go through that door.

- As you exit the building make as much noise as possible to get the attention of other students. DO NOT GO BACK INTO A BURING APARTMENT OR HOUSE.
- Stay at your evacuation location until the fire department indicates that it is safe to go inside or until Centralia College staff give you further instructions.
- When safe to do so, notify Facilities, Operations & Maintenance and Campus Safety & Security at ext. 8888 or 360-623-8888.

Fire Safety Education

Centralia College is committed to promoting campus fire safety education in student residential housing. Housing is designed for multiple occupancy. The Safety & Security Office will provide educational materials about fire safety for all residents at the time of occupancy. Safety & Security will work cooperatively and collaboratively with the housing manager to provide additional safety educational programming as appropriate for specific units, buildings, or for the entire complex.

Safety education programming and materials are in place to promote fire safety and security at student residential housing. The overall goal is to help provide safe and secure housing for on-campus residential students.

Safety & Security will prepare fire safety educational materials to be provided by the housing manager to residents at the time of their move-in. These materials will be created and provided at least one week prior to the quarterly move-in day. The housing manager will hand these materials out to residents on their move-in day.

Centralia College will, within the Student Housing Contract, note the following:

- The procedures for Centralia College staff to enter a student's room without notice and in the student's absence for reasons of health, safety, or general welfare; to make repairs to the room and/or furnishing; upon reasonable suspicion of the presence of any illegal substance or activity; or for other suspected violations of federal, state, or local law, or the policies and regulations which are listed in the Student Housing Contract;
- The student will agree to immediately notify College staff in the event that the smoke detector or sprinkler head equipment becomes damaged, lost, stolen, or otherwise made inoperable;
- The student will agree to immediately notify College staff if the smoke detector or sprinkler heads appear to be inoperable;
- The student will understand that the willful damage, theft, or destruction of any smoke detector, sprinkler head, or fire extinguisher endangers their safety and the safety of others and may be considered a condition of default under their housing contract;
- The possession of explosives is not permitted; fireworks, firecrackers, and dangerous chemicals are not permitted, including potentially injurious war souvenirs, hunting arrows, and collector style weapons are not permitted;
- The possession of firearms or potentially dangerous weapons is not permitted, including

- potentially injurious war souvenirs, hunting arrows, and collector style weapons;
- The use of an open flame (e.g., candle, incense, cigarette, cigar, etc.) inside any part of student residential housing facilities is prohibited;
- Smoking is prohibited in all interior spaces including but not limited to bedrooms, bathrooms, kitchens, living rooms, common spaces, and stairwells;
- The use and/or possession of appliances which have open or exposed heating elements (e.g., hot plates, sunlamps, and halogen lamps) or any other high intensity appliances are not permitted; refrigerators in excess of six (6) cubic feet and portable space heaters are not permitted.

Students receive a general orientation to fire systems in the building during the first week of arrival.

The College takes fire safety seriously and has established fire safety programs for students living in on-campus residential housing. The College has specific fire safety programs that target employees working on campus such as CPR training, fire extinguisher training, and first aid. Fire safety training programs can also be requested by contacting Safety & Security.

Student residents are strongly encouraged when receiving their orientation and packet materials on move-in day to become familiar with the regular and emergency exits of their buildings. They are encouraged to actively learn the following (through safety programming and conversations with College staff):

- Know the locations of the fire extinguishers and how to operate them
- Arrange their room contents with fire safety in mind
- Maintain clear and unobstructed access to all room doors, from both the outside and inside at all times
- Not to use broken, frayed, or cracked electrical cords
- Not to overload electrical outlets
- Not to allow excess clutter or flammable materials to accumulate

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and to get to a predetermined location before calling 911 for help.

Centralia College may hold a minimum of two fire evacuation drills during the year (one announced and one unannounced). Safety & Security will assist the housing manager with these drills, and provide feedback for improvement within 7 business days of each drill. This feedback will provide content for future safety educational programming.

Once a term Safety & Security along with the housing manager conducts health and safety checks where each unit is checked for health and safety concerns. During these checks each smoke detector and carbon monoxide detector is tested to ensure they are operational. Each fire

extinguisher is checked to ensure it is properly charged. All spaces are checked for fire hazards and if any are noted they are documented and the residents are requested to correct the hazard.

Notification of Fire

After a fire has occurred in student housing, and students have notified the housing manager should report the fire to Director of Facilities and Campus Safety & Security by calling 360-623-8888 or emailing 8888@centralia.edu.

If a member of the college community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety & Security or Facilities has been notified they should immediately notify Campus Safety & Security and Facilities by calling 360-623-8888.

Plans for Future Improvement:

Over the course of the next year a third-party vendor will be taking over housing operations for the college. As part of this agreement, the third-party vendor is building a new housing facility which will have a centralized alarm monitoring system as well as a fire suppression (sprinkler) system. The 115 S. Silver St Apartments will be undergoing a renovation and a centralized alarm monitoring system will be put in place.

